



ST MARK'S CATHOLIC PRIMARY SCHOOL
ALMOND CROFT
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HEADTEACHER: MR. S. MURPHY
DEPUTY HEADTEACHER: MRS. D. LINLEY

THE SCHOOL

St. Mark's is a one form entry Voluntary Aided Junior and Infant School for pupils of 4 - 11 years. The school is in the Parish of the Holy Name of Jesus and has close links with the Holy Name Catholic Primary, the other Parish School.

The school can admit up to 30 pupils each year at reception level. At present, there are 7 single age, mixed ability classes.

THE LOCAL EDUCATION AUTHORITY ADDRESS

Margaret Street,
Birmingham, B3 3BU.

TELEPHONE: (0121) 235 2872



THE GOVERNING BODY

The school is governed, in accordance with the City's Instrument and Articles of Government for the Archdiocese of Birmingham Roman Catholic Voluntary Aided Schools, by a Governing Body comprising of:-

<u>Chair of Governors</u>	Mrs M Naughton
<u>Foundation Governors</u>	Mr C Greaves Mrs C Baily Mrs M Carter Mrs Hammond Mrs A Picart
<u>Parent Governors</u>	Mrs L Taylor Mrs P Gordan
<u>Headteacher</u>	Mr. S. Murphy
<u>Teacher Governor</u> <u>(elected by Teaching Staff)</u>	Mrs. S. Dykes
<u>Clerk</u>	Mrs Catherine Evans

The duty of the governing body is to exercise what is known as "general oversight" of the curriculum and conduct of the school. The governing body usually meets once each term.



SCHOOL HOURS

The school gates are opened at 8.45am each morning and children go directly into school. Staff are available to supervise entry into school and to ensure that 'ice breaker' 'challenge' or 'morning activities are prepared for children.

School begins at 8.55 a.m. and ends at 3.10 (KS1) and 3.15 p.m. (KS2). All children have a morning break of 15 minutes. KS1 children have lunch break from 12.15- 1.15 p.m. and the KS2 from 12.30 - 1.15 p.m. It is considered that such a timetable provides a balanced school day, incorporating four learning sessions of reasonable length.

ANNUAL OPEN DAY FOR PROSPECTIVE PARENTS

The school holds an open day in the Autumn Term. Prospective parents are welcome to attend weekly Mass and enjoy a tour of the school. Parents are welcome to telephone school and arrange a visit at any time.



Autumn Term 2016	Spring Term 2017	Summer Term 2017
Tuesday 6th September To Thursday 20th October - half term - Monday 31st October To Friday 16th December	Tuesday 3rd January To Friday 17th February - half term - Monday 27th February To Thursday 6th April	Monday 24th April To Friday 26th May - half term - Monday 5th June To Friday 21st July

Teachers' Training Days

Friday 7th April 2017



Mission Statement

Proudly & Joyfully We Love, Live and Learn as God's Children.

The school aims to:

- Provide a Catholic setting for the development of the curriculum
- Develop and maintain in each individual their faith as a personal, living experience.
- Ensure that the pupils' experience of love and respect within the school has a formative and significant influence on their understanding of relationships.
- Encourage active partnership with home, parish and school and so prepare children to be responsible, caring members of the community.



To achieve these aims, the school will:

- Ensure that visual aspects will be obviously Catholic and that the ethos of the school will be based on the command to love, which will be reflected in the relationships between pupils, staff, parents and parish.
- Encourage the daily involvement of everyone in meaningful, active and joyful worship.
- Recognise and develop moral obligations to each other and follow Christ's example.
- Inform and involve the community in all aspects of school life.
- Extend links with other faith communities

Learning for Life

School is a place for much more than academic learning. St Mark's School is a community where every child can develop their unique talents and gifts. Our school is a place where we hope to enrich every child with the spiritual awareness and social skills needed to become caring, confident, responsible and valued members of our ever changing society. At Saint Mark's we place great emphasis on developing the skills of respect, sharing and co-operation that we believe are essential to every child's development.



Pastoral Development

Every child will meet and get to know many people in our school community - some will be members of staff but the majority will be other children. The way in which we care for each other is based on Christian values and teachings. Our school code of conduct ensures that each child is cared for not just by staff but by every other child too. At the heart of all that we do is respect for themselves, other people and the world in which we live.

We believe that by creating a loving and caring environment every child and adult can be happy and flourish. Children are encouraged to live out this ideal in the same way that a parent encourages it at home.

We reward good behaviour and have sanctions when behaviour is in breach of our expectations. In these matters all staff strive to be compassionate and fair. However we are also firm in our desire to provide a safe and happy school for all children. This is not something upon which we feel that we can compromise. This can best be achieved when parents and school work together in caring for each child.

Discipline within the school is firm but fair, and is built upon a message and encouragement of mutual respect. Responsible behaviour by all children is encouraged. The school follows the Authority's Disciplinary Policy which requires that pupils should regulate their conduct through self-discipline

We need to share the same goals and values and co-operate in overcoming any difficulties that may arise. It is for this reason that the 'Home-School Agreement' is so important. Every child's happiness depends upon the home school relationship.

A copy of the home school agreement is contained in home school planners and our school pastoral policy is available on request. Both documents can also be found on the school website.



School Organisation



ATTENDANCE AND PUNCTUALITY

The school has a very good attendance and punctuality rate although we are always seeking to improve. By 8.45 a.m. all children should have arrived in school and made their way to their classrooms. Children who arrive after 8:55am will be recorded as latecomers. The school works closely with Educational Welfare Officer (EWO) to monitor and improve attendance. If a child arrives after registration closes at 9.10am they are marked as an unauthorised absence unless we see evidence of a medical appointment. All medical appointments need to be shown at the office so a medical code can be entered onto the register.



LEAVE IN TERM TIME

Due to Government Legislation, Head Teachers are no longer able to authorise leave during term time except where the circumstances are exceptional. This is also in accordance with Birmingham Local Authority's 'Leave in Term Time Guidance'. If your child takes leave that has not been authorised by the Head Teacher, it will result in the absence being recorded as unauthorised. This may lead to a fixed penalty fine being issued or alternately prosecution and/or the loss of child's place on role.

EDUCATION WELFARE OFFICER/SERVICE

This service attends to children who are frequently absent and monitors pupils' attendance and punctuality. If there are any concerns, parents will be contacted by the Officer/Service and a home visit may take place.

COLLECTING YOUR CHILD AT THE END OF THE SCHOOL DAY

Parents should ensure that children are collected promptly at 3:10pm (Reception/KS1) and 3:15pm (KS2). Please ensure that your child and the school know who is collecting your son/daughter. If, for any unforeseen circumstances, you will be late, please contact the school so that your child can be told and alternative arrangements can be made.

In the event that KS2 pupils are not collected punctually, according to school policy, they should return to the school entrance hall and wait where they will be supervised by staff. KS1 staff will accompany uncollected children to the school entrance. A record is kept of children who are not collected punctually. Referrals may be made to social services if a parent is continually late in collecting their child/ren.

RECEPTION PUPILS

Reception children have their own entrance and cloakroom. They enter through this door in the mornings and may be collected from the same door each afternoon.

KS1 PUPILS

Infant pupils are handed over by the teacher to their parent/carer.

KS2 PUPILS

Junior pupils are supervised by members of staff outside the school between 3:15-3:25pm. As a matter of health and safety, parents should note that all children should be collected from inside the school gates.

APPOINTMENTS/PARENTS' VISITS TO SCHOOL

Since class teachers have a full teaching programme and class involvement, parents who have concerns should speak to the Headteacher or Deputy Headteacher - who supervise gate duty each morning or telephone school to arrange an appointment for consultation with the Headteacher/Deputy Headteacher.

Communication



HOME/SCHOOL COMMUNICATION

We have individual pupil planners for each child. They are used to support home school communication as well as to provide a central record for reading/spelling/attendance statistics for all. Since September 1999, it became a statutory obligation for all schools to have a written Home/School Agreement, drawn up in consultation with parents. Parents, school and pupils sign this agreement as a means of supporting pupils in school. This agreement is contained in the pupil planners.

PARENTAL HELP IN THE HOME

As a result of consultation with teachers on Parents' Evening, parents may be advised to assist their children in particular areas of the curriculum.

CONTACT BETWEEN SCHOOL AND HOME

Contact with parents is regarded as very important and relationships with parents at St. Mark's are friendly and relaxed. We believe parents are aware that the school strives to maintain a caring community spirit, based on Gospel values and, through mutual trust and understanding, we seek to bring this about. Contact with parents regarding matters of general information is made through a fortnightly Friday newsletter and on our schools website. Additional information is regularly provided to parents when necessary.



PARENTS' EVENINGS AND ANNUAL REPORTS OF PROGRESS

During The Autumn and Spring Terms, parents are invited to discuss their child's progress with the class teacher. Such times are opportunities to discuss confidentially with the staff any problems affecting a child which may arise from time to time. Spring Term consultations are organised during the day so that parents, teachers and pupils are able to discuss in detail progress to date, set targets and identify ways to achieve each child's full potential.

Confidential reports on a child's academic and personal progress are written at the end of the school year.

HOME ADDRESS



It is essential that we have your home address and contact telephone number. If you change your address or contact number, please inform the school immediately in writing. It would be helpful if we could have an alternative name, address and telephone number of a relative, friend or neighbour who would care for your child if he/she had to be taken home in case of an emergency. Contact Information Sheets are updated regularly.

PARENTAL RIGHT TO INFORMATION

Information regarding an individual pupil's progress is retained on file confidentially. Parents can request to see this at any time, after discussion with the Headteacher.

SAFEGUARDING

There is a security system in place at school. The following procedures should be adhered to:

1. Upon arrival at the school office, visitors to school should immediately notify a member of the Administrative Staff (or the Headteacher/Deputy Headteacher in the absence of an Administrator) of your presence and purpose of your visit.
2. The same procedure should be followed when leaving the premises.
3. The front entrance **only** should be accessed for arrival and leaving, as all other doors are controlled by internal latches to prevent access from the exterior.

The above not only relates to security but so, in the event of an emergency, the Administrative Staff and the Headteacher are aware of all persons on the school site in order that they can be accounted for.

The school has a statutory responsibility to safeguard and promote the welfare of children in accordance with all relevant legislation and guidance.

The school operates safe recruitment procedures and makes sure that all the appropriate checks are carried out on staff and volunteers who work with children.

The school will respond appropriately and effectively to any allegations of child abuse and will comply with regulations relating to referral to appropriate agencies.

The school's first priority is the children's welfare and there may be occasions when concerns about children mean that staff have to consult with other agencies before contacting the children's parents/guardians



SCHOOL FUND

Parents are asked to support school fund by voluntary contributions of at least **50p per child or £1 per family per week**. This is spent on additional resources and equipment for the children.

CHARGING & REMISSION POLICY

A Charging Policy, based on LEA guidelines, has been adopted by the school. Voluntary contributions are requested for educational visits, ingredients for cookery lessons and materials for sewing/craft lessons. Children from families in receipt of Income Support, income-based Jobseeker's Allowance, Council Tax or Housing Benefit may be exempt from charges.

Parents will usually be asked and expected to pay for the costs of any breakages, defacing and loss of school property for which their children are proved responsible.

Nurturing Talents

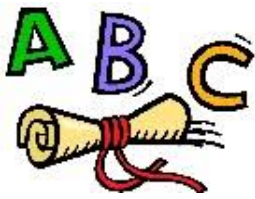


CURRICULUM



In accordance with The Education Act, St. Mark's School provides a balanced and broadly-based curriculum which:-
promotes the spiritual, moral, cultural, mental and physical development of pupils at school and of society and prepares pupils for the opportunities, responsibilities and experiences of adult life.

We aim to offer a creative and inspiring curriculum with many opportunities for children to experience challenging and exciting activities. We aim to make learning experiences as interesting and enjoyable as possible for all our children regardless of age or ability.



THE EARLY YEARS FOUNDATION STAGE (EYFS) (Reception Class)

Every child deserves the best possible start in life and support to fulfil their God given potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right and it provides a foundation for children to make the most of their abilities and talents as they grow up. We aim to provide a rich and personalised experience for children in the early years through these seven areas of learning split into prime and

specific areas of development: -

Prime Areas of Development

- Physical Development
- Communication and Language
- Personal, Social and Emotional Development

Specific Areas of Development

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design





RELIGIOUS EDUCATION

The Religious Education of St. Mark's is in accordance with the teachings of the Catholic Church (see Aims).

The Governors and Staff are aware that there is, within the school, an atmosphere that enables the Catholic Faith to grow and mature. The relationship between teachers, children and parents reflects this atmosphere. The Parish First Holy Communion programme involves the co-operation of priests, religious, catechists, parents, children and staff. This programme complements and supports preparation in school. Children are prepared for First Confession and Confirmation in school. Much time is donated by the staff to sacramental preparation.



The school is responsible for holding Masses on the premises each week and classes take it in turns to produce a Mass weekly. All parents are welcome to attend Mass and afterwards to stay for coffee/tea (courtesy of SMF) and a chat in the school hall. A box of early reading material is available for pre-school aged children. We ask parents to observe a respectful silence before and during Mass and to supervise their pre-school aged children.

On Special Days such as St. Mark, St. David, St. Patrick, St. George and St. Andrew's Feast Days we celebrate in school. During Christmas, Harvest and Easter the school always enables the children to celebrate in an appropriate way. Through Multi-Faith Week the children learn about all the major world religions. All classes visit another place of worship such as the Mosque, Gurdwara, Buddhist Vihara and the Synagogue.



A Rosary Group meets regularly to pray the Rosary. All members of the school are invited to join the group.



RELIGIOUS EDUCATION & COLLECTIVE WORSHIP

A form of collective worship takes place each day in school - assemblies, Masses, class worship etc. All children take part on these occasions.

FAMILY LIFE EDUCATION

This policy is based on the Diocesan guidelines and followed in all years throughout the school. Year 6 is the time when the main teaching of the scientific facts concerning human reproduction will take place within the moral teachings of the Catholic Church.

Parents have a legal right to withdraw their child from these aspects of the school curriculum

During the summer term all children in Year 6 will be taught the necessary scientific facts of the human life cycle and reproduction. This work will include the correct usage of scientific names and language. Here again, when these sessions are to take place, parents will be encouraged to work alongside the teacher in this important stage in the development of their children. Questions arising from this work which are not of a scientific nature will not be answered in class lessons. They will be referred back to individual parents, thus allowing each family to discuss personally with their own child at a level they feel is appropriate to his/her understanding.



SPECIAL EDUCATIONAL NEEDS and DISABILITY

The school has a SENCo who works closely alongside the class teachers to assist children with learning and behavioural difficulties. Provision is made for small withdrawal groups or individual tuition to cater for children with specific learning difficulties.



IDENTIFICATION & ASSESSMENT

The first requirement in addressing Special Educational Needs is to identify and assess those children who are experiencing difficulties in learning for one reason or another. In line with the Code of Practice this action will be taken as soon as a concern is noted by the class teacher or is expressed by the parent(s). Particular care will be taken where a child's first language is not English.

Appropriate assessment and screening tools will be employed in the specific areas of speaking, listening, reading, writing, spelling and numeracy.

Where necessary, other problems caused by physical, emotional or behavioural difficulties will be assessed with those suitable resources available.



RECORD KEEPING

A register will be kept of every pupil requiring SEN, which will be regularly updated and made available as needed, in line with the Code of Practice.

Special Educational Needs and Disability Support Plans (SEND SPs) are devised by the child's teacher in liaison with the SENCO. The programmes identify the current cause of concern, describe how the needs will be met and chart the pupil's progress. A copy of each SEND SP is sent to parents.

These records will be confidential but will be made available to the members of staff concerned.

In the event of a child being transferred to another school, the relevant documents will be forwarded. Similarly, where a child with SEN comes to St Mark's from another school, every effort will be made to obtain his/her records.

A copy of the Special Needs Policy is available from school.

EXTERNAL AGENCIES

Pupil Support Services A member of staff is assigned to St Mark's as a support teacher. He/ She works with/ assesses pupils as appropriate.

Educational Psychologist - is assigned to St Mark's. She/He comes to the school every half term. They also assess the needs and work with pupils as appropriate.

Schools Specialist Service There are various services available for specific medical problems as they arise. These are: Speech Therapy Service, Physiotherapy Services, Occupational Therapy Services. There are also services for vision and hearing difficulties, as well as outreach workers from Wilson Stuart School, who are specialists in dealing with children who have problems with motor skills.

Child Advisory Social Work Service This service is for children with learning difficulties and domestic problems (eg. help is given on anger management and expressing one's problems, bereavement counselling, etc).

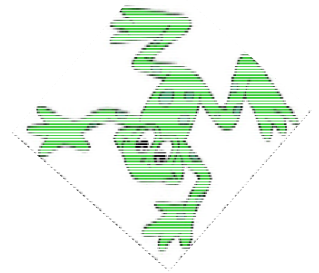
Social Services Where social workers are attached to a pupil's family, contact with them should be made through the Head Teacher or the SENCO.

Parental consent is always required before any external agency carries out personal work with children.



Read Write Inc - Model School

At St Mark's we have adopted Ruth Miskin Literacy (also known as Read Write Inc). This is an inclusive literacy programme which has been hugely successful in many schools. At the core of RML is the vigorous teaching of synthetic phonics. Children learn the 44 sounds that are common in the English language and how to sound blend them over a short period of time, alongside letter formation and phonics. They then, importantly, read books they can sound blend, so that they get early success in reading. The texts used are natural, fluent and amusing. We want children to find writing enjoyable too. The programme helps children to make strong links between reading and writing, spelling and grammar. Children's writing skills are developed through step-by-step from simple sentences and guided compositions. Children are assessed to find their right reading level so they can be grouped every day by reading progress. This is the key while children are learning to read, the closer the homogeneity of the group, the faster the process. The main priority of the programme ensures we are a read-a-lot and talk-a-lot school. Lessons are pacy, positive and passionate and children respond by being thoroughly engaged and active in all lessons.



Maths Makes Sense - Advocate School

Maths Makes Sense is a new way of teaching Primary maths developed by Richard Dunne that St. Mark's has adopted. It makes maths enjoyable to teach and fun to learn. More importantly it makes it really understandable from the start. The approach is based on the fact that Maths is a logical, symbolic language. Only once children understand symbolic maths can maths be successfully applied back to the real world to solve problems. *Maths Makes Sense* identifies the key concepts children need to learn to achieve success in maths. At primary school these are addition, subtraction, equals, multiplication, division, denomination, ratio, 'the symbols speak to you' and the 'logic of the language tells you the answer'. Children as young as four are taught these 'Big Ideas' using a rigorous learning system and they are then able to apply maths successfully. They have that understanding for life.



MODERN FOREIGN LANGUAGES

The school is working towards a programme of introducing Modern Foreign Languages at primary school level. At present, Greek is taught from Year 4 - Year 6.

FAMILY LITERACY & NUMERACY

Parents and pupils come together on a regular basis and, following a presentation by the teacher, work together in workshops. This has been a highly popular and successful programme with high levels of attendance by parents/guardians.



RACE EQUALITY POLICY

A copy is available at the school. Local authority monitoring takes place each term, with written returns from school being forwarded if necessary.

Behaviour & Discipline



SCHOOL REWARDS SYSTEM

A Rewards System operates in school as an incentive for the children to do well in all aspects of school life. The children have been arranged into four Houses, bearing the names of the Patron Saints of England, Ireland, Scotland and Wales. Each week, at a 'Congratulations Assembly' the winning house is announced and individual children from each class are awarded certificates for good work, effort, polite conduct, Christian attitude, etc. Children are also encouraged to celebrate their out of school achievements with the school.



REWARDS AND SANCTIONS

Throughout the school children are praised frequently and rewarded for good behaviour in a variety of ways. A policy of "positive reinforcement" is actively practised by all. Children in KS2 gain good day stickers for fantastic behaviour in all aspects for a whole day. They are rewarded for gaining 15 stickers and 30 stickers. However, there are occasions where self-discipline is inadequate and a variety of sanctions may be imposed for poor behaviour. In addition to whole school policies class rewards and sanctions are discussed and decided upon each year in consultation between class teachers and pupils.

The Behaviour Policy and Strategies continue to be carefully monitored in school.

INDIVIDUAL BEHAVIOUR PLANS (IBPs)

Children who are not responding to initial behaviour strategies need additional help to improve their behaviour.

For these pupils we have implemented Individual Behaviour Plans (IBPs) which target specific areas of a child's behaviour. Each plan is set in a very positive way so that the child is encouraged to change their behaviour from unacceptable to acceptable.

These plans have only been set in place after consultation between class teachers and parents. Each IBP will be reviewed after about six weeks. After this time if the behaviour pattern has improved, and the child has achieved the target set, the child will be removed from the behaviour list.

At no time are IBPs to be seen as a negative response to a child's behaviour but only as a positive means to help and support the individual child.

EXCLUSIONS

In the event of unacceptable behaviour which affects the health & safety of the child, other children or persons, a child may be excluded. Procedures for exclusion are included in the school's Pastoral Care, Behaviour & Discipline Policy.

Staying Healthy



SWIMMING

Pupils in Year 3 and Year 5 are timetabled to attend Beeches Road Baths for the course of the Summer Term. For swimming lessons your child will require a swimming costume or trunks and a towel. In the interests of hygiene, it is recommended that **all** pupils should wear swimming hats. No deodorants, sprays, shower or hair gels should be taken by pupils. Pupils may take a hair brush/comb.



SPORTING AIMS & PROVISION FOR SPORT

The P.E. programme at St Mark's school aims to give the children the opportunity to enjoy, understand and increase their ability in a variety of physical activities. These include activities such as games, gymnastics, dance, swimming, athletics and outdoor activities. We hope to develop the children's self-confidence whilst at the same time encouraging the concept of fair play and an awareness of safety.



EXTRA CURRICULAR ACTIVITIES

These include art club, football, gymnastics, multi-skills, film club, choir and Rosary group which are held immediately after school or at lunch time.



The LEA Instrumental Music Service has provided music tuition for pupils. Presently at St Mark's we offer weekly lessons in flute, clarinet, tin whistle and guitar.

Healthy Eating



SCHOOL MEALS

A choice of well-balanced options is available on the school menu. Should your child have a dietary problem and be unable to eat specific foods, please inform us and special arrangements can be made. Any special dietary needs should be supported by a letter from your GP. Dinner money should be paid on Monday morning to your child's class teacher. Cheques should be made payable to BCC Revenue Account.

Please note: - Change is not given to children and should be collected from the school office by the end of the week. Change not collected will go into school fund.

Parents are informed of any changes to the cost of school meals. Sample menus are sent to parents regularly.

Parents who fall behind in their payments for school meals will be informed about this and expected to clear the debt. However if it remains unpaid the debt will be referred to the City School Meals Collection Dept for follow up and payment arrangements.



SANDWICH MEALS

A number of children bring sandwich meals. Parents are encouraged to follow advice regarding healthy option sandwich meals and to ensure that chocolate or sweets do not form part of the lunch.

FREE MEALS

From September 2014, all Infant children (Reception to Year 2) are entitled to a free school lunch as part of the Governments healthy eating initiative.

For children in year 3 upwards parents who receive the following support payments are entitled to receive free school meals: -

- Income Support
- Income Based Jobseekers Allowance (IBJSA)
- An income - related Employment and Support Allowance (ESA ir)
- Support under part VI of the Immigration and Asylum act 1999
- Child Tax credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HMR&C that does not exceed £16,190
- Guarantee element of State Pension Credit.



DRINKS

Children may bring a drink to school to have at lunchtime. All drinks should be in cartons.

CHANGES IN LUNCH-TIME ARRANGEMENTS

Notice of two weeks must be given if you wish to change from dinners to sandwiches and vice versa.



FRUIT SCHEME

All infant pupils are provided daily with an item of fruit, free of charge.

WELFARE

MEDICALS

The health of the children is carefully monitored by regular visits from the clinic doctor and nurse.

Routine medical inspections occur during a child's first year of schooling. Further medical examinations take place as children progress through the school. Parents are always notified of such checks and are requested to be present at all medical examinations undertaken by the school doctor.

Our School Nurse can be contacted on 0121 465 5600.

ROUTINE CHECKS

The school nurse makes visits to school to test the children's eye-sight and hearing.

HEAD LICE

If a parent discovers any form of infestation, they should contact the headteacher, in confidence, so that arrangements can be made to contain any outbreak. Please do not feel embarrassed as we realise how easily these things can be caught and spread. Guidance on treatment can be obtained from the school office.

Children do not have to be excluded from school. Parents are advised to consult a chemist about treatments.

MEDICAL INFORMATION

If a pupil has a serious recurring medical problem, it is advisable for parents to make a note of it on their child's registration form.

ILLNESS IN SCHOOL

Although we do the best we can, there is no comfortable, quiet place for children to rest in school. In cases where we suspect illness, parents are contacted by telephone. Sick pupils are cared for by the school until their parents arrive to take them home. Minor cuts and grazes resulting from play at break time are dealt with at school. If a child suffers a minor injury, an accident report slip/minor accident notice to parents is sent home to inform the parent. In the event of a serious illness or injury, parents would be notified immediately.

ABSENCE FROM SCHOOL

It is now a legal requirement for all schools to register unauthorised absences. In the event of an absence, the school requires a letter from the parent/guardian stating the cause. We also require parents to telephone school if the child is absent - a record will be kept. If you come to collect your child because he/she is ill or you wish them to attend an appointment etc., please sign your child in/out in the Temporary Absence Book. This procedure is required in order that the safety of all pupils is ensured in the event of an emergency evacuation of the building.

HOSPITAL AND CLINIC APPOINTMENTS

Parents should inform the school in advance and must show appointment letter confirming any such appointments. Please inform one of The Administrative Staff on arrival at school and she will collect your child. It is not possible for a child to leave school early to meet a parent for an appointment.



MEDICINES/TABLETS

No child is allowed to bring any medicines or tablets to school. Should a child require any specific medication, parents must inform the Headteacher in writing or by a personal visit and arrangements will be made to ensure the child receives the prescribed medication, if it is possible to do so. Parents may administer medicine to their child at lunch-time, after consulting the Headteacher.



ASTHMA POLICY

All parents of children with asthma will receive a copy of this policy.

DIABETES, EPILEPSY, ALLERGIC REACTIONS (E.G. ALLERGY TO NUTS)

In the case of such conditions, a protocol will be drawn up between the parent, school and health authority (care plan).



CHILD PROTECTION POLICY

This states that, if there is serious concern about your child's health and safety, the school may have to contact Social Services.

CHILD PROTECTION SUMMARY

A copy is placed on the board in the entrance hall of the school.

SCHOOL UNIFORM

School Uniform Sweatshirt and additional items with St Mark's School badge are supplied by Uniforms Plus (Scott Arms Precinct) and from Tesco online. We encourage parents to dress children in school uniform, which at present consists of:-

WINTER



White polo shirt with embroidered emblem
Red sweatshirt with embroidered emblem.
Grey trousers or pinafore/skirt
(woollen tights may be worn).
We request that pupils wear
Black Shoes (**not trainers or boots**)

SUMMER



Red checked dress
Socks (nylon tights are not allowed)
White polo shirt and trousers
We request pupils wear a hat/cap in hot weather. (Red baseball cap with school emblem).

Reading bag (with emblem)
Pump bag (with emblem)

For P.E. your child will need a pair of black shorts, red P.E. T-shirt (with emblem) and a pair of **slip on** pumps (available from any supplier). Children will not be permitted to take part in P.E. lessons in shoes which they have walked to school in and will be wearing all day. A change of footwear must be provided for P.E. lessons.

PLEASE NOTE:

In the interests of Health & Safety, children are not allowed to bring large bags to school, as such cannot be accommodated in the classroom.

LABELLING OF CLOTHING

Please ensure that all articles of clothing, including footwear, swimwear and P.E. kit, are marked with your child's name

LOST PROPERTY

A lost property box is kept in school. It is cleared at the end of each half-term. Labelled items will be returned to pupils.

JEWELLERY AND VALUABLES

Children are not permitted to wear **any items of jewellery in school.** Earrings, rings, neckchains etc., can prove to be very dangerous during physical activity. Children are advised not to bring any valuables to school. Watches are permitted (junior pupils only) but must be removed for P.E. lessons. The school and governing body will not be held responsible for loss or damage to personal property.

EARRINGS

If your child is to have pierced ears, we suggest that you make arrangements at the start of the summer break, so that it will not affect school policy.

HAIR-STYLES

Pupils should have sensible hairstyles at school. No extreme haircuts, including shaved patterns or dyed hair are allowed in school. All long hair should be tied back.



THE ST MARK'S FRIENDS ASSOCIATION (SMF)

The St. Mark's Friends Association was formed in May 1990 and welcomes the support of all parents, teachers and governors. The Association requests your ideas for events in order to raise funds for extra educational resources. Any parent wishing to join should contact The Administrative Staff/Headteacher.